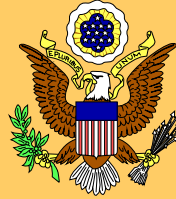


# Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

**Open to:** All non-U.S. Citizen Students  
Resident in France

**Date:** February 1, 2012

**Current Internship:** Embassy Paris,  
Protocol Section.

**Deadline to apply:** February 15, 2012

## **Internship Description**

The Protocol Section seeks a qualified Stagiaire to assist with the invitations for the annual July 4<sup>th</sup> reception.

**Gratuitous Service:** There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

## **Description of Duties and Responsibilities:**

- Participate in all aspects of July 4<sup>th</sup> reception invitation process (3000 invitations).
- Helps update the Embassy guest lists on Contact database.
- Prints, then checks labels and corrects printing on invitations.
- Lists questions and problems for the attention of Protocol Head.
- Coordinates with Embassy sections (mostly in English).
- Gives pertinent information on the phone/email to French guests.
- On the day of the event helps welcome guests.

## **Eligibility Requirements:**

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.

- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy's Occupational Doctor.

**Hours:** 35 hours a week, 7 hours daily Monday through Friday.

**Duration:** 2 months maximum (between May and end of June)

**Required Skills/Qualifications: (These may be tested)**

**1. Language Proficiency:**

- English (Writing-Reading-Speaking): Good Level.  
Must be able to read, analyze and draft documents in English.
- French (Writing-Reading-Speaking) native speaker

**2. Other Skills:**

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills

**Application Filing Procedures:**

To be considered, intern applicants are asked to submit the **three** following documents:

- A Curriculum Vitae
- A Statement of Interest to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.

**Submit application by the announcement's closing deadline:**

Embassy of the USA  
Human Resources Office  
ATTN: FNSIP Coordinator  
2 Avenue Gabriel, 75382 Paris Cedex 08

or email your completed forms to [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov) prior to the announcement's closing date. Please add "ESTH Internship" to the subject line of your e-mail.

**The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.**

